

Certificate of Clearance Instructions

This version includes accessible text instructions and embedded screenshots with descriptive captions.

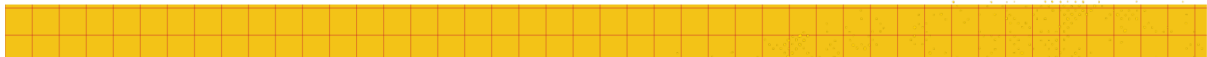
Apply for the Certificate of Clearance through the CTC

1. Visit <https://www.ctc.ca.gov/>
2. Select 'I Need To' and choose 'Log in to CTC Online'.
3. Log in or create an educator account.
4. Select 'COC/ASCC Application' and then 'Create New'.
5. Complete the Certificate of Clearance application and pay the required fee.

Screenshot 1

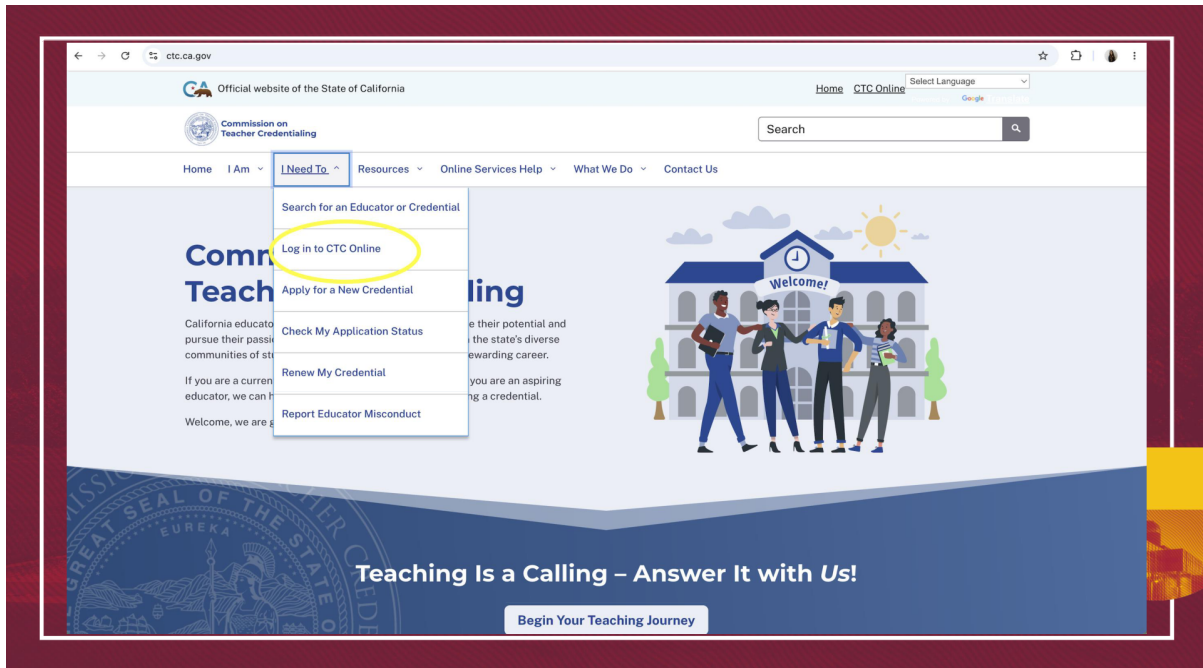
Original instruction slide showing Step 2 and the application steps.

- **Step 2:**
 - Apply for the Certificate of Clearance through the CTC.
 - <https://www.ctc.ca.gov/>
 - Click the “I need to” drop down → Log in to CTC Online → Log in or create account
 - Bottom of the page click COC/ASCC Application → Create New
 - Apply for Certificate of Clearance and pay application fees.



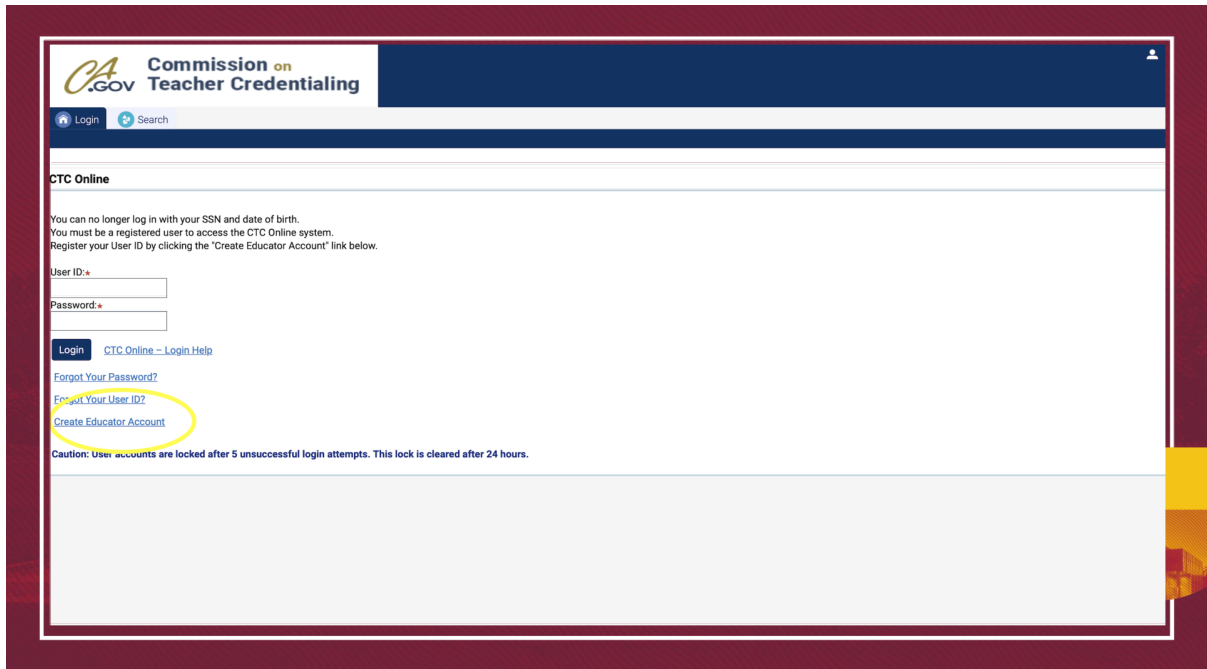
Screenshot 2

Screenshot of the CTC website with the 'I Need To' menu expanded and 'Log in to CTC Online' highlighted.



Screenshot 3

Screenshot of the CTC Online login page with the 'Create Educator Account' link highlighted.



Screenshot 4

Screenshot of the educator profile page with the 'COC/ASCC Application' button highlighted.

CA.GOV Commission on Teacher Credentialing

Login Search Educator Profile

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Note: If you have any questions, please view the [CTC Online - Application and Payment Help](#) page.
Note: If Fingerprint status is Incomplete contact the Fingerprint Unit at [Contact Us](#).

Last Name: [Redacted] Fingerprint Status: Complete: No Action Required
First Name: [Redacted] Adverse and Commission Actions Indicator:
Middle Name: [Redacted] Deceased Indicator:
Last Known County of Employment: [Redacted]

Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed. If the Deceased flag is displayed, the licensee is deceased.

Document Application Adverse and Commission Actions

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade	Recommending Agency
50108685	Pupil Personnel Services Credential	Clear	Valid	8/1/2025	8/1/2030	7/28/2020			
00160353	Pupil Personnel Services Credential	Clear	Valid	7/28/2020	8/1/2025	7/28/2020			
80091216	Certificate of Clearance		Valid	4/23/2018	5/1/2023	4/23/2018			
30050027	Certificate of Clearance		Valid	3/14/2013	4/1/2018	3/14/2013			

Select one of the options below to start a new application for licensure. If your charter school, school district, or county has applied on your behalf then select "Employer Recommendation".

Renew Existing Credential University/Program Recommendation Employer/County Office Recommendation New Credential Application **COC/ASCC Application**

Screenshot 5

Screenshot of the Certificate of Clearance application page with the 'Create New' button highlighted.

The screenshot shows the California Commission on Teacher Credentialing (CTC) website. The header includes the logo and navigation links for Login, Search, and Educator Profile. The main content area contains a 'Back' button, a note about questions, and a note about fingerprint status. Below these are input fields for Last Name, First Name, Middle Name, and Last Known County of Employment. To the right, there are fields for Fingerprint Status (Complete: No Action Required) and Adverse and Commission Actions Indicator (Deceased Indicator). A section titled 'Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate' includes a 'Create New' button highlighted with a yellow circle. Below this is a table with columns for 'Choose Yes to Apply', 'Document Title', and 'Application Status'. The table is currently empty.

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Login Search Educator Profile

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Note: If Fingerprint status is Incomplete contact the Fingerprint Unit at [Contact Us](#).

Last Name: [Redacted]
First Name: [Redacted]
Middle Name: [Redacted]
Last Known County of Employment: [Redacted]

Fingerprint Status: Complete: No Action Required

Adverse and Commission Actions Indicator:
Deceased Indicator:

Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed. If the Deceased flag is displayed, the licensee is deceased.

Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate No Records

as option is ONLY for those seeking background clearance.

Create New Complete Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

Choose Yes to Apply	Document Title	Application Status
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